



FORT BUCHANAN, P.R.



**Directorate of Logistics**  
**Installation Transportation Division**  
**Fort Buchanan, PR**

**Personal Property Shipment**  
**Military Group**  
**Central/ South America**

**Mr. Luis A. Cruz, Traffic Manager**

SENTINEL OF THE CARIBBEAN





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## PURPOSE

TO PRESENT AN INFORMATION  
BRIEFING ON MOVEMENT OF  
OUTBOUND HOUSEHOLD GOODS (HHG)  
FROM SOUTH & CENTRAL AMERICA  
MILGRPS TO SERVICE MEMBER'S NEXT  
DUTY STATION

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## MISSION

PROVIDE DOCUMENTATION SUPPORT  
FOR **OUTBOUND** PERSONAL PROPERTY  
SHIPMENTS OF MILITARY PERSONNEL  
AND DOD CIVILIANS IN CENTRAL &  
SOUTH AMERICAN MILGRPS.

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## BASIC PROCEDURES

1. IMMEDIATELY UPON RECEIVING OF PCS ORDERS CONTACT YOUR TRANSPORTATION REPRESENTATIVE FOR ASSISTANCE
2. FORWARD TO FORT BUCHANAN MILGROUP CLERK THE COMPLETED DD1299 (APPLICATION FOR SHIPMENT/STORAGE OF PERSONAL PROPERTY), OFFICIAL ORDERS, COMPLETED DD1252 (US CUSTOMS FORM), AND A COPY OF PASSPORT VIA E-MAIL
3. ONCE ITO FORT BUCHANAN RECEIVED THE DOCUMENTS:
  - SHIPMENT AUTHORIZATION IS REQUESTED TO SDDC.
  - UPON SDDC APPROVAL AN INTERNATIONAL GOVERNMENT BILL OF LADING (ITGBL) IS PREPARED
  - DOCUMENTATION IS E-MAILED TO THE COUNTRY TRANSPORTATION REPRESENTATIVE FOR MOVEMENT EXECUTION

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## BASIC PROCEDURES CONT'

- A COPY OF THE ITGBL IS SENT TO THE DESTINATION TRANSPORTATION OFFICE FOR TRACKING PURPOSE
- 4. ARRANGE THE PICK UP WITH THE LOCAL AGENT PROVIDED (MAKING SURE THEY DO NOT MOVE SHIPMENT UNTIL AN ITGBL IS ISSUED BY FORT BUCHANAN)
- 5. ORIGIN TRANSPORTATION REPRESENTATIVE MUST PROVIDE A COPY OF THE ITGBL TO THE AGENT AND MEMBER

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## TIME FRAME

- GENERALLY THE MOVEMENT AUTHORIZATION CAN BE OBTAINED IN TWO WEEKS FROM SDDC AND ITGBL'S ARE RETURNED IMMEDIATELY TO THE INDIVIDUAL COUNTRY'S POINT OF CONTACT
- HOUSEHOLD GOODS TAKE ABOUT 60-90 DAYS BY AVERAGE TO CONTINENTAL UNITED STATES (CONUS)
- UNACCOMPANIED BAGGAGE COMMERCIAL AIR TAKES APROXIMATELY 30 DAYS. MIL AIR MAY TAKE LONGER

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## TIME FRAME

Prepare initial  
documentation

1-5

1

**SDDC Process  
Movement  
Request**

7-10

Coordinate  
Packing/Shipping  
/Delivering

1

60-90

**ITO Processing  
Time**

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## LESSONS LEARNED

### DELAYS OCCUR WHEN:

- UNAUTHORIZED ENTITLEMENTS ARE PUBLISHED IN THE ORDERS. MISSING TAC CODE (FUNDING)
- MEMBERS DO NOT ALLOW SUFFICIENT TIME TO PROCESS THEIR TRANSPORTATION REQUEST
- MAKING ARRANGEMENTS OF SHIPMENT WITHOUT PROPER AUTHORIZATION OR ORDERS
- CUSTOM CLEARANCE PROCESS COUNTRY/CONUS

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## **POINTS OF CONTACT**

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## ENTITLEMENTS WEB LINKS

DEFENSE TRAVEL REGULATION:

[http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm)

JOINT TRAVEL REGULATION (DOD CIVILIANS):

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

JOINT FEDERAL TRAVEL REGULATIONS (DOD SOLDIERS):

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>

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# QUESTIONS



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